



**Superior Court**  
Justice Courts  
Adult Probation  
Juvenile Probation  
Hereafter Superior Court of Arizona in Maricopa County  
**Request for Proposal**  
**Cover Page 1 of 2**

**Solicitation Number:** 12002-RFP

**Solicitation Title:** Juvenile Psychiatric Services

**Solicitation Due Date / Time:** April 28, 2011 at 2:00 P.M. Arizona Time

**Submittal Location:** Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, Lower Level  
Phoenix, Arizona 85003

**Note:** Physical entrance to Court Complex is at 201 West Jefferson Street.

**Description of Procurement:** The Superior Court of Arizona in Maricopa County (Court) is soliciting sealed responses from qualified contractors to provide psychiatric services to juveniles detained within the Juvenile Detention Centers of the Juvenile Probation Department of Maricopa County.

**Proposal Opening:** Responses to be opened in the conference room at the above submittal location on April 28, 2011 at 2:00 P.M. Arizona Time.

A Pre-Offer Conference will **not** be held in conjunction with this procurement. **Any questions must be submitted in writing by: Thursday, April 14, 2011.** A response to all questions will be issued on **Thursday, April 21, 2011** as an amendment to the solicitation and will be listed on the website:  
[www.superiorcourt.maricopa.gov/CourtInformation/purchasing/rfp.asp](http://www.superiorcourt.maricopa.gov/CourtInformation/purchasing/rfp.asp). See Section 3, Paragraphs 2 and 3 of the solicitation for further details.

In accordance with the Judicial Procurement Code, competitive sealed proposals for the materials or services specified will be received by the Judicial Branch of Arizona Superior Court Contracts Department at the above specified location until the time and date cited. Offers must be in the **actual** possession of the Judicial Branch of Arizona Superior Court Contracts Department on or prior to the time and date, and at the submittal location indicated above. ***Late offers will not be considered.***

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation (see Section 3).

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the Solicitation Contact Person or Contract Specialist.



**Superior Court**  
Justice Courts  
Adult Probation  
Juvenile Probation  
Hereafter Superior Court of Arizona in Maricopa County  
**Request for Proposal**  
**Cover Page 2 of 2**

This announcement does not commit the courts to award a contract or to pay any costs incurred in the preparation of proposals.

The Court reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. All contracts awarded shall be based on the proposal most advantageous to the Court, all factors considered.

***OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.***

Janie Terry; Contract Specialist      Email: [terryj@superiorcourt.maricopa.gov](mailto:terryj@superiorcourt.maricopa.gov)      Phone: 602-372-0253

## TABLE OF CONTENTS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

SOLICITATION NO. 12002-RFP

<u>Section</u>	<u>Title</u>	<u>Page</u>
	<b>Solicitation Cover Page</b>	<b>1</b>
	<b>Table of Contents</b>	<b>3</b>
	<b>Offer and Award Form <i>to be completed by Offeror</i></b>	<b>4</b>
	<b>Offer and Award Form <i>to be completed by Court upon award</i></b>	<b>5</b>
<b>1</b>	<b>Scope of Work</b>	<b>6</b>
<b>2</b>	<b>Uniform Instructions to Offerors</b>	<b>14</b>
<b>3</b>	<b>Special Instructions to Offerors</b>	<b>20</b>
<b>4</b>	<b>Uniform Terms and Conditions</b>	<b>24</b>
<b>5</b>	<b>Special Terms and Conditions</b>	<b>35</b>
<b>6</b>	<b>Attachments</b> (These standard documents must be completed and returned by the Offeror. Other documents may be <i>required</i> *. Refer to Section 3 Special Instructions to Offerors.)	
	6.1 Pricing/Delivery Schedule	
	6.2 Offeror's Questionnaire	
	6.3 Sole Proprietor Waiver	
	6.4 Independent Contractor Agreement	
	6.5 Business Ownership Classifications	
<b>7</b>	<b>Exhibits</b>	
	7.1 Background Information form	

## OFFER AND AWARD

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

The Undersigned hereby offers and agrees to furnish the materials and/or service(s) in compliance with all the terms, conditions, specifications and amendments in the solicitation.

Company Name

Name of Person Authorized to Sign Offer

Street Address

Title of Authorized Person

City  
Code

State

Zip

Signature of Authorized Person

Date of Offer

Telephone Number:

Facsimile Number:

Offeror's Arizona Transaction (Sales) Privilege Tax  
License Number:

Offeror's Federal Employer Identification Number\*:  
*\*If a Social Security number is to be utilized, do not list  
here. Complete Exhibit 7.1 for Social Security  
information.*

**Acknowledgement of  
Amendment(s):**

*(Offeror acknowledges receipt of  
amendment(s) to the Solicitation  
for Offers and related documents  
numbered and dated)*

**Amendment No. Date**

**Amendment No. Date**

The following is used solely for collection data purposes and will not affect the evaluation of this solicitation.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
\_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
\_\_\_\_\_ Minority Business Enterprise (MBE)  
\_\_\_\_\_ Small Business Enterprise (SBE)

## OFFER AND AWARD

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

SOLICITATION NO. 12002-RFP

## ACCEPTANCE OF OFFER AND CONTRACT AWARD

*(For Judicial Branch of Arizona, Superior Court Use Only)*

Your Offer, dated \_\_\_\_\_, is hereby accepted as described in the Notice of Award. You are now bound to perform based upon the solicitation and your Offer, as accepted by the Superior Court of Arizona in Maricopa County.

This Contract shall henceforth be referred to as **Contract Number 12002-RFP Juvenile Psychiatric Services**. You are hereby cautioned not to commence any billable work or provide any materials and/or service(s) under this contract until you receive an executed purchase order, contract release document, or written notice to proceed, if applicable.

Superior Court of Arizona in Maricopa County

ATTESTED:

\_\_\_\_\_  
PRESIDING JUDGE, Norman J. Davis

\_\_\_\_\_  
DATE

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

### 1. **Introduction/Intent**

The intent of this call for proposals is to award a contract(s) for Juvenile Psychiatric Services for the Juvenile Probation Department in Maricopa County (JPD) to the responsive/responsible Offeror(s) whose proposal is determined to be the most advantageous to the Superior Court of Arizona in Maricopa County (Court) taking into consideration the evaluation factors set forth herein in Section 3 and discussions pursuant to Rule 28 of the Procurement Rules for the Judicial Branch. The Court reserves the right to award this contract to multiple Offerors. The Court intends to enter into a one-year initial contract with a contractor(s) with four one-year options for renewal.

These services will be utilized in the Juvenile Detention Center by the Juvenile Detention Counseling and Psychological Services Department (DCPS) of the Juvenile Detention Facilities in Maricopa County as well as at any future facilities that are added during the course of the contract.

### 2. **Overview**

#### **A. Background**

The Detention staffs provide a safe and secure living place for juveniles who must be detained to help maintain the safety of the community. They also lead educational and counseling sessions to give detained juveniles the tools they need to act as good citizens when they are released from detention.

There are two detention centers, the **Durango Facility in Phoenix** and the **Southeast Facility in Mesa**. Each center has a team of officers that screens every juvenile brought to detention to determine whether or not the juvenile should be kept in detention. If a juvenile does not need to be detained, the screening team returns him to his parent or legal guardian who is responsible for him. The screeners are on duty 24 hours a day, 7 days a week. At each detention center there is a team of transportation officers, who accompany every juvenile who has to leave detention for court hearings, doctors' appointments, etc. and ensure that they are returned safely to detention.

**Arizona requires each county to operate a detention center for juveniles who:**

- Are likely to commit an offense injurious to self or others
- Need custodial protection for their own interests or the interests of the public
- May be charged as adults for a serious offense
- Would not appear for a court hearing if they were not detained, or
- Must be held for another jurisdiction

**The Juvenile Probation Department's mission** is to provide access to evidence-based early intervention, supervision, treatment and secure care for youth and families so that youth learn accountability and responsibility, and community safety is enhanced.

The juvenile detention centers serve to protect the public from juveniles who are dangerous to themselves and the community, and to give those juveniles the tools they will need to become responsible citizens when they are released from detention.

## **SECTION 1 SCOPE OF WORK**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

While in detention, Juveniles are provided with the necessary health services by the Juvenile Detention Medical Services Clinic and the Juvenile Detention Counseling and Psychological Services Department. Both clinics are located inside the Detention Facility and operate offices in each detention center, the **Durango Facility in Phoenix** and the **Southeast Facility in Mesa**.

The mission of the Clinics is to provide for the health and well being of juveniles detained at the facilities. When specialized medical services are needed, referrals to outside providers are made by the clinics' physicians, and the clinics' personnel coordinate with the Detention Center staff in providing Juveniles with such services.

### **B. Purpose**

The purpose of this solicitation is to contract with an agency to provide acute psychiatric services to the juveniles detained within the Maricopa Juvenile Detention Centers. These services will require the services of psychiatrists. The services of Nurse Practitioners and Physician Assistants may also be required during the term of the contract.

### **C. Description of Psychiatric Services for Juveniles**

Contractor to support the needs of the juvenile detention centers by providing acute psychiatric services for the juveniles residing in the detention centers.

## **3. Scope of Work**

- A. Provide direct psychiatric evaluation, consultation, and biological treatment of patients as medically and psychiatrically indicated.
- B. Document and record psychiatric evaluations in standard SOAP (Subjective Objective Assessment Plan) format and the determination of the diagnosis established according to DSM (Diagnostic Statistical Manual) procedures.
- C. Assist treatment team to develop Special Needs Treatment Plans (SNTTP).
- D. Participate in the development of patient services data and document patient encounters according to DCPS procedures.
- E. Re-evaluate patients under care to determine progress or lack of progress, to refine a diagnosis and/or treatment, and to monitor the effectiveness of psychotropic medications.
- F. Meet with peers and staff as requested and scheduled by the Clinical Director of Juvenile Detention Counseling and Psychological Services Department (DCPS); and attend special meetings to identify and resolve issues specific to delivery of quality psychiatric care, as requested by the Clinical Director of DCPS.
- G. Provide education and training to JPD and detention staff as requested by the Clinical Director of DCPS.

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- H. Evaluate patients and chart progress within 24 hours of providing the service. Progress updates may be required less than 24 hours as requested by the Clinical Director of DCPS. Provide testimony to the Court as requested.
- I. Maintain current licenses, DEA, and BLS (Basic Life) certification, and provide copies of credentials for the Contract files and as well as the files of the Clinical Director of DCPS. Current copies of professional licenses must be provided to the Clinical Director of DCPS and the Contract Specialist at all times.
- J. Contractor agrees to provide no less than 10 hours average per week total in addition to providing "on-call" services. The present service locations are 3125 W. Durango, Phoenix, AZ 85009 and 1810 S. Lewis St., Mesa, AZ 85201.
- K. All documentation provided must meet medical record documentation standards.
- L. Usage Report. The Contractor may be required to provide to the Clinical Director of DCPS a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by JPD and shall disclose the quantity and dollar value of each contract item by individual unit.
- M. Safeguarding Confidential Client Information. Confidential and privileged client information shall be safeguarded by Contractor pursuant to all applicable federal, State, and local laws, rules and/or regulations.
- N. Space and Equipment. JPD shall provide the Contractor with furnished space and equipment.
- O. Contractor's Conduct. Contractor will not engage in any conduct, activities, business or professional arrangements that jeopardize the Contract or Contractor's performance, obligations or duties under the Contract.
- P. Facilitate 72 hour evaluations for youths experiencing psychiatric emergency.
- Q. Utilization Review. The psychiatrist must follow-up on the progress of juvenile if juvenile is hospitalized.

#### 4. Minimum Qualifications

##### A. Qualifications for Psychiatrists

1. Be a Medical Doctor or Osteopathic Physician currently licensed by the State of Arizona under Title 32, Chapters 13 or 17; and
2. Be a graduate of a residence program in psychiatry accredited by the State of Arizona under Title 32, Chapters 13 or 17.

##### B. Qualifications for Registered Nurse Practitioners

Be a registered nurse practitioner currently licensed by the State of Arizona under Title 32, Chapter 15.

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- C. **Qualifications for Physician Assistants**  
Be a physician assistant currently licensed by the State of Arizona under Title 32, Chapter 25.

### 5. **Contractor Responsibilities /Requirements**

- A. Compliance with Court Rules, Statutes and Orders. The Contractor must be in compliance with current and future provision of relevant court rules, the code of judicial administration and Arizona and federal statutes. Failure to comply with relevant court rules, the code of judicial administration, and statutes shall be grounds for termination under this contract.
- B. Confidentiality of Records. The contractor shall establish and maintain procedures and controls acceptable to the Court for the purpose of assuring that information or data in its possession is not mishandled, misused, released, disclosed, or used in an inappropriate manner by it, its agents, officers, or employees. This includes information contained in its records obtained from the Court or others, necessary for contract performance. The contractor shall take all reasonable steps and precautions to safeguard this information and data and shall not divulge the information or data to parties other than those needed for the performance of duties under the contract.
- C. Subcontractors. Reference Section 4 (5) (B). Subcontracts.
- D. Staff Changes. Any change to the current staff roster as originally submitted in the offer must be approved by the Contract Specialist and Contract Administrator prior to commencement of services on the contract. Appropriate documentation as required in Attachment 6.2 must be submitted with the requested change. Also, background investigation in E. below will also be required.
- E. Background Investigation.
1. Employees or subcontractors of the Contractor who have direct contact with juveniles pursuant to this contract shall be required to submit to a Superior Court background investigation including the submission of fingerprints to the Court. Background investigations will be required of all future and current employees and subcontractors. The Court reserves the right to disapprove of any employee or subcontractor pursuant to this contract for any reason, and the reason for disapproval will be considered confidential and shall not be disclosed to the contractor. Upon contract award, completion of Exhibit 7.1 will be required for background investigations. Services are to be provided by individuals who have completed the background investigation requirements and meet the criteria established in this contract for each area of service.
  2. Notification. The Contractor shall notify the Contracts Department via email and telephone within 48 hours of the arrest of any of its employees and subcontractors for an offense listed in the affidavit attached as Exhibit 7.1. Failure to notify the Contracts Department within 48 hours may result in termination of the contract.

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

F. Fingerprinting and Affidavit Requirements. Contractor personnel, who provide or may provide direct services to juveniles under this contract shall:

1. Be fingerprinted as required by this Subparagraph and A.R.S. § 8-322-G. A contract entered into between the Superior Court of Arizona in Maricopa County and any contract provider to provide service pursuant to section A.R.S. § 8-321 or this section (8-322-G) to juveniles shall provide that, as a condition of employment, personnel who are employed by any contract provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall have a valid fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1 at the time of employment or shall apply for a fingerprint clearance card, within seven working days of employment.
2. A.R.S. § 8-322-L. Personnel who are employed by any contract provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on a criminal history affidavit form whether they are awaiting trial on or have been convicted of any of the criminal offenses pursuant to Section 41-1758.03, Subsections B and C in this state or another state or jurisdiction. The form shall be completed and notarized prior to the person being allowed to work with youth.
3. A.R.S. § 8-322-M. Personnel who are employed by any contract provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on a criminal history affidavit form whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse or is registered as a sex offender. The form shall be completed and notarized prior to the person being allowed to work with youth.
4. Fingerprinting and Affidavit Process. In order to comply with the fingerprinting and affidavit requirement, the Contractor shall perform the following:

At the time of hire and prior to being allowed to work with the youth, obtain the person's fingerprint clearance card and contact DPS to verify the validity of the fingerprint clearance card. This verification process must be documented in the personnel file and a copy of the fingerprint clearance card must be maintained in the personnel file.

At the time of hire and prior to being allowed to work with youth, person must complete a criminal history affidavit form, which must be notarized. The affidavit must be maintained in the personnel file.

5. Record Keeping. The contractor shall maintain a copy of the record of fingerprinting and an original of the notarized criminal history affidavit form in the employee personnel file or other appropriate file. The contractor shall make the file available for inspection on request. The original fingerprint clearance card is the personal property of the individual whose name appears

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- on the card.
6. Termination Pursuant to A.R.S. § 8-322-I. The contract may be terminated immediately if a person certifies that pursuant to 8-322-L or 8-322-M that the person is awaiting trial or has been convicted of any of the offenses listed in 8-322-L or 8-322-M in this state or of acts committed in another state that would be offenses in this state or if the person does not possess or is denied issuance of a valid fingerprint clearance card.
  7. Termination Pursuant to A.R.S. § 8-322-J. The contractor may avoid cancellation or termination of the contract under A.R.S. 8-322-I if a person who does not possess or has been denied issuance of a valid fingerprint clearance card or who certifies pursuant to A.R.S. §8-322 L or A.R.S. § 8-322-M that the person has been convicted of or is awaiting trial on any of the offenses pursuant to section 41- 1758.03, subsection F is immediately prohibited from employment or services with the licensee or contract provider in any capacity requiring or allowing contact with juveniles.
  8. Termination Pursuant to A.R.S. § 8-322-K. A contractor may avoid cancellation or termination of their contract under 8-322-I if a person who does not possess or has been denied issuance of a valid fingerprint clearance card or who certifies pursuant to 8-322-L or 8-322-M that the person has been convicted of or is awaiting trial on any of the offenses pursuant to section 41-1758.03, Subsection G is immediately prohibited from employment or service with the contract provider in any capacity requiring or allowing the person to provide direct services to juveniles unless the person is granted a good cause exception pursuant to section 41-619.55 or has been issued an interim work permit by the Board of Fingerprinting pending a Good Cause Exception application.
  9. Certification. By submission of the offer, the contractor certifies that its personnel, volunteers, and interns will meet the requirements of this Paragraph prior to a referral by the Court of any juveniles.
  10. Failure to Comply. If the contractor, any of its personnel, or any volunteer or intern fails to disclose or falsifies information to be disclosed in this Paragraph, or otherwise fails to comply with the requirements of this paragraph, the contract officer shall direct the contractor to take action immediately to comply with this Paragraph and any other actions that are appropriate under the circumstances. If the contractor fails to take all appropriate actions as directed, the contract officer shall terminate the contract.
- G. Confidentiality and Juvenile Records.
1. Any record maintained in connection with any service associated with this contract shall be kept confidential. The records should be clearly segregated from other juvenile records (even if pertaining to the same juvenile) and marked confidential. The Court may review the records for contract compliance.
  2. Compliance. The Contractor, its personnel, volunteers, interns and non-employees unless otherwise exempt, shall adhere to all federal, state and local laws regarding confidentiality including, but not limited to the Health Insurance Portability and Accountability Act (HIPAA) Pub. L. No. 1-4-191 (1996) and regulations promulgated there under.
  3. Prohibition. The Contractor, its personnel, volunteers and interns shall not divulge information about any juvenile to anyone without the release specified in this Subparagraph except to the Superior Court, or anyone authorized by the Court to receive it. Any disclosure of juvenile

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

information to persons not specified without a signed release of information by the juvenile and the juvenile's parent, guardian, or designated representative to persons specified in this Subparagraph is in violation of this Contract or applicable law shall constitute grounds to terminate this Contract.

4. Release and Authorization. Except for the persons identified in Subparagraph 3, the Contractor shall refer persons requesting juvenile information relating to this Contract to the Court. The Contractor shall maintain release and authorization forms to track the dissemination of information in each juvenile's records except for the release and authorization of information to the Superior Court. Release and authorization of information forms shall indicate the person or agency to receive the information, the specific information to be released, and the expiration date of the release, and shall be signed by the juvenile and the juvenile's parent, guardian, or designated representative. Release and authorization forms shall meet all Federal and State requirements including, but not limited to, 45 CFR 164.508 and shall indicate the person or agency to receive the information, the specific information to be released, and the expiration of the release. The release and authorization shall be signed by the juvenile and juvenile's parent, guardian, or designated representative. The Contractor shall file, document and retain any signed authorization as required by 45 CFR 164.530(j). Unless the entity is otherwise exempt, disclosures must be accounted for under CFR 164.528. The Contractor shall file the forms in the juvenile's record.
  5. Procedures and Controls. The Contractor shall have written policies and procedures, and maintain controls, acceptable to the Court which comply with this Paragraph, and the Standard Terms and Conditions herein, rules, policies and any applicable statutes. The Contractor shall conduct and document an annual review of all written policies and changes incorporated therein as a result of responses to monitoring reports, quality assurance checks and/or performance improvement plans. At a minimum, they shall address the compilation, locked storage, dissemination, retention and disposal of juvenile records and information, and incident reporting. Except as authorized by the Contract, the policies, procedures, and controls shall assure that no information contained in the Contractor's records or obtained from designated authorities or others is used or disclosed by the Contractor's agents, officers, or personnel; its volunteers or interns; or by non-employees.
  6. Research Data. Notwithstanding any other provision of this Paragraph, the Contractor shall not provide to anyone other than the Court any information including information about juveniles in whatever form, for research purposes without the prior written approval of the Court. The contractor shall refer any requests for such information to the Court and such requests shall be in writing. Approval shall be within the discretion of the Court.
  7. Subpoenas. If the Contractor receives a subpoena requesting records relating to this contract, the Contractor, before complying with the subpoena, shall immediately notify the Court, and supply the Court with a copy of the subpoena.
- H. The offeror responding to this RFP warrants and represents that within the past five years no regulating agency has restricted the licenses or scope of practice for any matter related to mental health services. If at any time during the course of the contract a restriction occurs or an investigation is commenced, the Contract Specialist and the Contract Administrator (see Section 5, Paragraph 20) shall be notified in writing within 3 business days of such action.

## SECTION 1 SCOPE OF WORK

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- I. Contact Information. Contractor shall maintain an active and current: email address, phone line, fax line and mailing address. The Contract Specialist and the Contract Administrator (Section 5, Paragraph 20) shall be notified immediately whenever there is a change.
- J. Payment for Services / Billing / Invoicing Provisions  
As payment for the services, the Court will pay Contractor as follows:
1. Contractor shall submit a detailed invoice for services rendered. Documentation, where appropriate, must accompany each invoice submitted. Contractor must reference the Superior Court purchase order number on each invoice. Approved invoices shall be processed and remitted for payment to contractor within 30 day of the date of receipt of Contractor's invoice.
  2. The Contractor will submit invoices and supporting applicable documentation as per contract schedule/milestones to the Court Business Office by the 10<sup>th</sup> day of the month following services rendered. Payment may be delayed for any invoice which the contractor submits more than 10 days after the end of the month following services rendered.
  3. End of fiscal year invoices (June 30<sup>th</sup> is the end of the fiscal year) must be submitted by the 5<sup>th</sup> of July or the first business day after July 5<sup>th</sup>. No invoices received after the 5<sup>th</sup> of July or the first business day after July 5<sup>th</sup> will be processed.
  4. Submit invoices to the following address (Note: Email submission may also be utilized.):

Superior Court of Arizona in Maricopa County  
Attention: Juvenile Probation Finance  
201 West Jefferson, CCB-4  
Phoenix, AZ 85003

### 6. Required Submittals

To be submitted with Offer (Also refer to Section 3, No. 4):

- Signed Offer and Award form (with original signatures) – Page 4
- Contract Administration; Complete Section 5, No. 20.
- Attachment 6.1 – Pricing and Delivery
- Attachment 6.2 – Questionnaire and all applicable documentation
- Attachment 6.3 (as applicable)
- Attachment 6.4 (as applicable)
- Attachment 6.5
- Solicitation Amendments (if any)
- Exhibit 7.1 (as applicable)

To be submitted/completed upon Contract Award:

- Insurance certificates
- Information for Background Check

**SECTION 2**  
**UNIFORM INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

**1. Definition of Terms.** As used in these Instructions, the terms listed below are defined as follows:

- A. *"Attachment"* means any item the Solicitation requires an Offeror to submit as part of the Offer.
- B. *"Contract"* means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Final Proposal Revisions; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. *"Contract Amendment"* means a written document signed by the offeror and the Presiding Judge that is issued for the purpose of making changes in the Contract.
- D. *"Contractor"* means any person who has a contract with the Superior Court of Arizona in Maricopa County.
- E. *"Days"* means calendar days unless otherwise specified.
- F. *"Exhibit"* means any item labeled as an Exhibit in the Solicitation or placed in the Exhibit's section of the Solicitation.
- G. *"Offer"* means bid, proposal or quotation.
- H. *"Offeror"* means a vendor/contractor who responds to a Solicitation.
- I. *"Contract Specialist"* means the person duly authorized by Superior Court of Arizona in Maricopa County to enter into and administer Contracts and make written determinations with respect to the Contract or his or her designee.
- J. *"Solicitation"* means an Invitation for Bids ("IFB"), a Request for Proposals ("RFP"), or a Request for Qualifications ("RFQ").
- K. *"Solicitation Amendment"* means a written document that is authorized by the Contract Specialist and issued for the purpose of making changes to the Solicitation.
- L. *"Subcontract"* means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.

**2. Inquiries.**

- A. Duty to Examine. It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing (inquiries), and examine its Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing the Offer after the Offer due date and time, nor shall it give rise to any Contract claim.

**SECTION 2**  
**UNIFORM INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- B. Solicitation Contact Person. Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other Superior Court of Arizona in Maricopa County employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
- C. Submission of Inquiries. The Contract Specialist or the person identified in the Solicitation as the contact for inquiries may, except at the Pre-Offer Conference, require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry, since it may then be identified as an Offer and not be opened until after the Offer due date and time. The Superior Court Contracts Department shall consider the relevancy of the inquiry, but is not required to respond in writing.
- D. Timeliness. Any inquiry to the Solicitation shall be submitted as soon as possible and at least seven days before the Offer due date and time for review and determination by the Superior Court of Arizona in Maricopa County. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.
- E. No Right to Rely on Verbal Responses. An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.
- F. Solicitation Amendments. The Solicitation shall only be modified by a Solicitation Amendment.
- G. Pre-Offer Conference. If a Pre-Offer Conference has been scheduled under this Solicitation, the date, time and location shall appear on the Solicitation cover sheet or elsewhere in the Solicitation. Offerors should raise any questions about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the Conference. Material issues raised at the Conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
- H. Persons With Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

**3. Offer Preparation.**

- A. Forms; No Facsimile or Telegraphic Offers. An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation must be legible and contain the same information requested on the forms unless the Solicitation indicates otherwise. A facsimile, telegraphic, mailgram or electronic mail Offer shall be rejected if submitted in response to requests for proposals or invitations for bids.

## SECTION 2

### UNIFORM INSTRUCTIONS TO OFFERORS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- B. Typed or Ink; Corrections. The Offer shall be typed or in ink. Erasures, interlineations or other modifications in the Offer shall be initialed in ink by the person signing the Offer. Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
- C. Evidence of Intent to be Bound. The Offer and Acceptance form within the Solicitation shall be submitted with the Offer and shall include a signature (or acknowledgement for electronic submissions, when authorized) by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Offer.
- D. Exceptions to Terms and Conditions. All exceptions included with the Offer shall be submitted in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Contract Specialist in a written statement. The Offeror's preprinted or standard terms will not be considered by the Superior Court of Arizona in Maricopa County as a part of any resulting Contract.
- (1) Invitation for Bids: An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.
- (2) Request for Proposals: All exceptions that are contained in the Offer may negatively affect the Superior Court of Arizona in Maricopa County's proposal evaluation based on the evaluation criteria as stated in the Solicitation, or result in rejection of the Offer. An Offer that takes exception to any material requirement of the Solicitation may be rejected.
- (3) Request for Qualification: All exceptions that are contained in the Statement of Qualifications may negatively affect the Superior Court of Arizona in Maricopa County's evaluation based on the evaluation criteria as stated in the Solicitation, or result in rejection of the Statement of Qualifications. Any exceptions to any material requirement of the Solicitation may be rejected.
- E. Subcontracts. Offeror shall clearly list any proposed subcontractors and the subcontractor's (s') proposed responsibilities in the Offer.
- F. Cost of Offer Preparation. The Superior Court of Arizona in Maricopa County will not reimburse any Offeror the cost of responding to a Solicitation.
- G. Solicitation Amendments. Each Solicitation Amendment shall be signed with an original signature by the person signing the Offer, and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a Solicitation Amendment may result in rejection of the Offer.

## SECTION 2

### UNIFORM INSTRUCTIONS TO OFFERORS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- H. Federal Excise Tax. The State of Arizona is exempt from certain Federal Excise Tax on manufactured goods. Exemption Certificates will be provided by the State.
- I. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance Form.
- (1) Employee Identification. Offeror agrees to provide an employee identification number or social security number to the Department for the purposes of reporting to appropriate taxing authorities, monies paid by the Department under this Contract. If the federal identifier of the Offeror is a social security number, this number is being requested solely for tax reporting purposes and will be shared only with appropriate State and Federal officials. This submission is mandatory under 26 U.S.C. § 6041A.
- J. Identification of Taxes in Offer. The State of Arizona is subject to all applicable State and local transaction privilege taxes. All applicable taxes shall be included in the pricing offered in the Solicitation. At all times, payment of taxes and the determination of applicable taxes are the sole responsibility of the Contractor.
- K. Disclosure. If the firm, business or person submitting this Offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, State or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Offer. The Offeror shall include a letter with its Offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.
- L. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:
- (1) Special Terms and Conditions;
  - (2) Uniform Terms and Conditions;
  - (3) Statement or Scope of Work;
  - (4) Specifications;
  - (5) Attachments;
  - (6) Exhibits;
  - (7) Special Instructions to Offerors;
  - (8) Uniform Instructions to Offerors;
  - (9) Other documents referenced or included in the Solicitation.

**SECTION 2**  
**UNIFORM INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- M. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s).

**4. Submission of Offer.**

- A. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation. Offers should be submitted in a sealed envelope or container. The envelope or container should be clearly identified with name of the Offeror and Solicitation number. The Superior Court of Arizona in Maricopa County may open envelopes or containers to identify contents if the envelope or container is not clearly identified.
- B. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.
- C. Public Record. All Offers submitted and opened are public records and must be retained by the Superior Court of Arizona in Maricopa County. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Superior Court of Arizona in Maricopa County pursuant to Rule 123 of the Rules of the Arizona Supreme Court. If an Offeror believes that information in its Offer contain trade secrets as defined by Rule 123, it shall indicate as trade secret, the specific information and submit a statement with its Offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Superior Court of Arizona in Maricopa County shall determine whether the identified information is trade secret pursuant Rule 123 and the Judicial Procurement Code.
- D. Non-collusion, Employment and Services. By signing the Offer and Acceptance Form or other official contract form, the Offeror certifies that:
- (1) The Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Offer; and
  - (2) The Offeror does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable Federal, State and local laws and executive orders regarding employment.
  - (3) In accordance with A.R.S. § 35-397, the offeror does not have scrutinized business operations in Iran and Sudan.

**5. Evaluation.**

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Late Offers. An Offer submitted after the exact Offer due date and time shall be rejected.

## SECTION 2

### UNIFORM INSTRUCTIONS TO OFFERORS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- C. Disqualification. An Offeror (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its Offer rejected.
- D. Offer Acceptance Period. An Offeror submitting an Offer under this Solicitation shall hold its Offer open for the number of days from the Offer's due date that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for Offer acceptance, the number of days shall be one hundred-twenty (120). If a Final Proposal Revision is requested pursuant to a Request for Proposals, an Offeror shall hold its Offer open for one hundred-twenty (120) days from the Final Proposal Revision due date.
- E. Waiver and Rejection Rights. Notwithstanding any other provision of the Solicitation, the Judicial Branch of Arizona Superior Court reserves the right to:
  - (1) Waive any minor informality;
  - (2) Reject any and all Offers or portions thereof; or
  - (3) Cancel a Solicitation.

#### 6. Award.

- A. Number or Types of Awards. The Superior Court of Arizona in Maricopa County reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, or regional awards, whichever is most advantageous to the Superior Court of Arizona in Maricopa County. If the Contract Specialist determines that an aggregate award to one Offeror is not in the Superior Court of Arizona in Maricopa County's best interest, "all or none" Offers shall be rejected.
- B. Contract Inception. An Offer does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Presiding Judge's signature on the Offer and Acceptance Form. A notice of award or of the intent to award shall not constitute acceptance of the Offer.
- C. Effective Date. The effective date of this Contract shall be the date that the Offeror and the Presiding Judge signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

#### 7. Protests.

Refer to Dispute Resolution on the Superior Court website at:

<http://www.superiorcourt.maricopa.gov/CourtInformation/purchasing/Index.asp>.

**SECTION 3**  
**SPECIAL INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

1. **Definition of Terms Used in these Special Instructions.** As used in these instructions, the following terms, in addition to those terms defined in Section 2, Paragraph 1, have the following meaning:
  - A. “JBSC” means Superior Court of Arizona in Maricopa County.
  - B. “Department” means the Contracts Department of the Superior Court of Arizona in Maricopa County.
2. **Pre-Offer Conference.** A Pre-Offer Conference will **not** be held in conjunction with this procurement. For further questions please contact the Contract Specialist identified in paragraph 3 below.
3. **Inquiries/Questions from Offerors.** Any inquiries/questions related to this RFP are to be directed in writing (email/fax acceptable) to the contact person below. Any verbal or written inquiries directed to anyone other than the contact person specified below will not be considered. **All questions must be submitted in writing (email/fax acceptable) by April 14, 2011 at 5:00 pm Arizona Time to:**

Janie Terry, Contract Specialist  
Superior Court of Arizona in Maricopa County  
111 S. Third Avenue, Lower Level  
Phoenix, AZ 85003  
Email: [terryj@superiorcourt.maricopa.gov](mailto:terryj@superiorcourt.maricopa.gov)  
Fax: (602) 506-5957

The questions and responses will be posted to the Superior Court of Arizona in Maricopa County’s website by **April 21, 2011**. Any explanations or clarifications given at the website will be considered added to the specifications and will be reflected as an amendment to the solicitation. Interested parties must check the website at: [www.superiorcourt.maricopa.gov/CourtInformation/purchasing/rfp.asp](http://www.superiorcourt.maricopa.gov/CourtInformation/purchasing/rfp.asp).

4. **Required Information.** The following shall be submitted concurrent with and as part of the Offer. **One clearly marked original and three (3) copies of the offer are required.**
  - A. Offer and Contract Award Form;
  - B. Contract Administration: Complete Section 5, Paragraph 20;
  - C. Attachment 6.1, Pricing / Delivery Schedule;
  - D. Attachment 6.2, Offeror’s Questionnaire and supporting documentation;
  - E. Attachment 6.3 Sole Proprietor Certificate or Attachment 6.4 Independent Contractor Agreement (if applicable);
  - F. Attachment 6.5, Business Ownership Classification;
  - G. Solicitation Amendments (if any).

**SECTION 3**  
**SPECIAL INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

**5. Authorized Signature.**

A. For any document that requires the Offeror's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign contractual agreements. Additionally, if requested by JBSC, disclosure of ownership information shall be submitted.

- (1) Privately Owned: The Owner must sign the contract.
- (2) Partnership: A Partner must sign the contract.
- (3) Corporation: A Corporate Officer must sign the contract.

B. If a person other than these specified individuals signs the contract, a Power of Attorney indicating the employee's authority must accompany the contract. All amendments to the contract shall be signed by the authorized individual who signed the contract except that they may be signed by a duly authorized designee.

**6. Award of Contract.** Award of a contract will be made to the responsible Offeror(s) whose proposal is determined to be the most advantageous to the Superior Court of Arizona in Maricopa County based on the evaluation criteria set forth in the Solicitation and any discussions pursuant to Rule 28 of the Judicial Procurement Code.

**7. Inclusive Offeror.**

Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. This could include subcontracts for percentage of the work. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning their organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

**8. Life Cycle Costs and Application Benefits.** A.R.S. § 41-2553 requires any state agency purchasing an information or telecommunication system costing more the \$100,000 to take into account the total life cycle cost and application benefit of the system, as defined by statute. Upon request, the Contractor shall provide this information at the time such a system is proposed for purchase under this Contract.

**9. Price Reductions.** By submitting a proposal in response to this solicitation, Offeror agrees to guarantee that the Judicial Branch is receiving the lowest price offered by their company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the contract period, Offeror's company offers a lower price to another customer and notification not be made of price reductions, upon discovery the Superior Court of Arizona in Maricopa County shall reserve the right to take any or all of the following actions:

A. Cancel the contract, if it is currently in effect.

**SECTION 3**  
**SPECIAL INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- B. Determine the amount, which the Superior Court of Arizona in Maricopa County was overcharged, and submit a request for payment from Offeror for that amount.
  - C. Take the necessary steps to collect any performance surety provided on the applicable contract.
10. **Evaluation and Selection.** Evaluation of offers may be accomplished in four steps.
- A. Step One. Initial review of offer to determine basic responsiveness to the Solicitation, where offers will be reviewed to insure they include all required information.
  - B. Step Two. Evaluation of offer to assess the Offeror's capability to deliver the required services in accordance with the terms and conditions set forth in the Solicitation and requirements of the Scope of Work.
  - C. Step Three. (Optional) Discussions with Offerors concerning their offers are for clarification purposes only. This does not imply any change(s) to the proposal.
    - (1) **Presentations.** The Court may request oral presentations or product demonstrations with any or all of the offerors for purposes of clarification or to amplify the materials presented in any part of the proposal. Any presentation requested will be considered part of the proposal and as such must be paid for by the offeror. The court will not reimburse for costs related to the development or delivery of any proposals.
  - D. Step Four. Contract award(s) made to the responsible Offeror(s) whose offer(s) is determined to be the most advantageous to the Superior Court of Arizona in Maricopa County, based on the following criteria (in bold print below), which are listed in descending order of importance.
    - 1) **Offeror's Education, Experience and Expertise of Contractor/Staff, and/or subcontractor(s).** JBSC will evaluate the offeror's response as to a) educational requirements, b) professional ability, and c) experience as in providing the services described in this RFP.
    - 2) **Offeror's Method of Approach and Implementation Plan.** JBSC will evaluate the offeror's response to determine how well it satisfies JBSC's needs as stated in the Scope of Work and how well the offeror understands the requirements of the Scope of Work.
    - 3) **Price.** The offeror's price will be compared to the lowest offer and the offeror will receive a pro-rated score based on this comparison.
11. **Discussions.** In accordance with Rule 28 of the Judicial Procurement Code, after the initial receipt of offers, JBSC reserves the option to conduct discussions with those Offerors who submit offers determined by the Superior Court of Arizona in Maricopa County to be reasonably susceptible of being selected for award.

**SECTION 3**  
**SPECIAL INSTRUCTIONS TO OFFERORS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

12. **Certificate of Insurance Form.** If the Offeror so elects, the proposed Certificate of Insurance shall be submitted to JBSC for review and approval with the proposal. All certificates of insurance must be submitted upon notice of contract award.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

1. **Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:
- A. *"Attachment"* means any item the Solicitation requires the Offeror to submit as part of the Offer.
  - B. *"Contract"* means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Final Proposal Revisions; and any Solicitation Amendments or Contract Amendments.
  - C. *"Contract Amendment"* means a written document signed by the Offeror and Presiding Judge that is issued for the purpose of making changes in the Contract.
  - D. *"Contractor"* means any person who has a Contract with the Superior Court of Arizona in Maricopa County.
  - E. *"Days"* means calendar days unless otherwise specified.
  - F. *"Exhibit"* means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
  - G. *"Gratuity"* means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
  - H. *"Materials"* means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
  - I. *"Contract Specialist"* means the person duly authorized by the Superior Court of Arizona in Maricopa County to enter into and administer Contracts and make written determinations with respect to the Contract or their designee.
  - J. *"Services"* means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
  - K. *"Subcontract"* means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
  - L. *"JBSC"* means the Superior Court of Arizona in Maricopa County that executes the Contract.
  - M. *"Fiscal Year"* means the period beginning with July 1 and ending June 30.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

**2. Contract Interpretation.**

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Judicial Procurement Code, Arizona Revised Statutes and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7 are applicable as appropriate.
- B. Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the Superior Court of Arizona in Maricopa County and as they may be amended, the following shall prevail in the order set forth below:
- (1) Special Terms and Conditions;
  - (2) Uniform Terms and Conditions;
  - (3) Statement or Scope of Work;
  - (4) Specifications;
  - (5) Attachments;
  - (6) Exhibits;
  - (7) Special Instructions to Offerors;
  - (8) Uniform Instructions to Offerors;
  - (9) Documents referenced or included in the Solicitation.
- D. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.
- E. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- F. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- G. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

**3. Contract Administration and Operation.**

- A. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the Superior Court of Arizona in Maricopa County at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.

- B. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- C. Audit. Pursuant to A.R.S. § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the Superior Court of Arizona in Maricopa County and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.
- D. Facilities Inspection and Materials Testing. The Contractor agrees to permit access to its facilities, subcontractor's (s') facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The Superior Court of Arizona in Maricopa County shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the Superior Court of Arizona in Maricopa County determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the Superior Court of Arizona in Maricopa County for testing and inspection.
- E. Notices. Notices to the Contractor required by this Contract shall be made by the Superior Court of Arizona in Maricopa County to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the Superior Court of Arizona in Maricopa County required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Contract Specialist and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice and an amendment to the Contract shall not be necessary.
- F. Advertising, Publishing and Promotion of Contract. The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the JBSC.
- G. Property of the Superior Court of Arizona in Maricopa County. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the Superior Court of Arizona in Maricopa County. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the Superior Court of Arizona in Maricopa County.
- H. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to

## SECTION 4 UNIFORM TERMS AND CONDITIONS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

copyright, invention, trademark trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the Superior Court of Arizona in Maricopa County shall be considered the creator of such Intellectual Property. The agency, department, division, board or commission of the Superior Court of Arizona in Maricopa County requesting the issuance of this Contract shall own (for and on behalf of the Superior Court of Arizona in Maricopa County) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the Superior Court of Arizona in Maricopa County, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the Judicial Branch of Arizona Superior Court and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the Superior Court of Arizona in Maricopa County. The Intellectual Property shall not be disclosed by Contractor or its subcontractor(s) to any entity not the Superior Court of Arizona in Maricopa County without the express written authorization of the agency, department, division, board or commission of the Superior Court of Arizona in Maricopa County requesting the issuance of this Contract.

#### **4. Costs and Payments.**

- A. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the Superior Court of Arizona in Maricopa County within thirty (30) days.
- B. Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destinations.
- C. Applicable Taxes.
  - (1) Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes.
  - (2) State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable State and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
  - (3) Tax Indemnification. Contractor and all subcontractors shall pay all Federal, State and local taxes applicable to its operation and any persons employed by the Contractor. Contractor and all subcontractors shall hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or State and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
  - (4) IRS W9 Form. In order to receive payment, the Contractor shall have a current I.R.S. W9 Form on file with the State of Arizona, unless not required by law.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- (5) Availability of Funds for the Next Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current State fiscal year. No legal liability on the part of Superior Court of Arizona in Maricopa County for any payment may arise under this Contract beyond the current fiscal year until funds are made available for performance of this Contract.
- (6) Availability of Funds for the Current Fiscal Year. Should the State Legislature enter back into session or the Board of Supervisors takes action to reduce the appropriations or for any reason and these goods or services are not funded, the JBSC may take any of the following actions:
- a. Accept a decrease in price offered by the Contactor;
  - b. Cancel the Contract;
  - c. Cancel the Contract and re-solicit the requirements.

**5. Contract Changes.**

- A. Amendments. This Contract is issued under the authority of the JBSC and the Presiding Judge who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Contract Specialist in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.
- B. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of the Contract Specialist. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- C. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Contract Specialist. The Superior Court of Arizona in Maricopa County shall not unreasonably withhold approval.

**6. Risk and Liability.**

- A. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- B. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Superior Court of Arizona in Maricopa County shall be indemnified and held harmless by the Contractor for its vicarious liability as a result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- C. Indemnification.
- (1) Contractor/Vendor Indemnification (Not Public Agency). The parties to this Contract agree that the Superior Court of Arizona in Maricopa County, its departments, agencies, boards and commissions shall be indemnified and held harmless by the Contractor for the vicarious liability of the Superior Court of Arizona in Maricopa County as a result of entering into this Contract. However, the parties further agree that the Superior Court of Arizona in Maricopa County, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this Contract is responsible for its own negligence.
  - (2) Public Agency Language Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liabilities, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.
  - (3) Indemnification – Patent and Copyright. The Contractor shall indemnify and hold harmless the Superior Court of Arizona in Maricopa County against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The Superior Court of Arizona in Maricopa County shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the Contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.
- D. Force Majeure.
- (1) Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- (2) Force Majeure shall not include the following occurrences:
- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
  - b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
  - c. Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- (3) If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
- (4) Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

E. Third Party Antitrust Violations. The Contractor assigns to the Superior Court of Arizona in Maricopa County any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

**7. Warranties.**

- A. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.
- B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the Superior Court of Arizona in Maricopa County of the materials, they shall be:
- (1) Of a quality to pass without objection in the trade under the Contract description;
  - (2) Fit for the intended purposes for which the materials are used;
  - (3) Within the variations permitted by the Contract and are of even kind, quantity, and quality

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

within each unit and among all units;

- (4) Adequately contained, packaged and marked as the Contract may require; and
- (5) Conform to the written promises or affirmations of fact made by the Contractor.

- C. Fitness. The Contractor warrants that any material supplied to the Superior Court of Arizona in Maricopa County shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.
- D. Inspection/Testing. The warranties set forth in subparagraphs 7A through 7C of this paragraph are not affected by inspection or testing of or payment for the materials by the Superior Court of Arizona in Maricopa County.
- E. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable Federal, State and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.
- F. Survival of Rights and Obligations after Contract Expiration or Termination.
  - (1) Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the Superior Court of Arizona in Maricopa County is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.
  - (2) Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Contract Specialist, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

**8. Superior Court of Arizona in Maricopa County Contractual Remedies.**

- A. Right to Assurance. If the Superior Court of Arizona in Maricopa County in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Contract Specialist may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the Superior Court of Arizona in Maricopa County's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract.
- B. Stop Work Order.

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- (1) The Superior Court of Arizona in Maricopa County may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the Superior Court of Arizona in Maricopa County after the order is delivered to the Contractor. The order shall be specifically identified as a Stop Work Order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
- (2) If a Stop Work Order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Contract Specialist shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

- C. Non-exclusive Remedies. The rights and the remedies of the Superior Court of Arizona in Maricopa County under this Contract are not exclusive.
- D. Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the Superior Court of Arizona in Maricopa County may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- E. Right of Offset. The Superior Court of Arizona in Maricopa County shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the Superior Court of Arizona in Maricopa County, or damages assessed by the Superior Court of Arizona in Maricopa County concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

**9. Contract Termination.**

- A. Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the Superior Court of Arizona in Maricopa County may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the Superior Court of Arizona in Maricopa County is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the Superior Court of Arizona in Maricopa County, it may also cancel this Contract as provided in A.R.S. § 38-511.
- B. Gratuities. The Superior Court of Arizona in Maricopa County may, by written notice, terminate this Contract, in whole or in part, if the Superior Court of Arizona in Maricopa County determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor

## SECTION 4 UNIFORM TERMS AND CONDITIONS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

to any officer or employee of the Superior Court of Arizona in Maricopa County for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The Superior Court of Arizona in Maricopa County, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.

- C. Suspension or Debarment. The Superior Court of Arizona in Maricopa County may, by written notice to the Contractor, immediately terminate this Contract if the Superior Court of Arizona in Maricopa County determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the Contractor is not currently suspended or debarred. If the Contractor becomes suspended or debarred, the Contractor shall immediately notify the Superior Court of Arizona in Maricopa County.
- D. Termination for Convenience. The Superior Court of Arizona in Maricopa County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the Superior Court of Arizona in Maricopa County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the Superior Court of Arizona in Maricopa County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the Superior Court of Arizona in Maricopa County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- E. Termination for Default.
- (1) In addition to the rights reserved in the Contract, the Superior Court of Arizona in Maricopa County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Contract Specialist shall provide written notice of the termination and the reasons for it to the Contractor.
  - (2) Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the Superior Court of Arizona in Maricopa County on demand.
  - (3) The Superior Court of Arizona in Maricopa County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the Superior Court of Arizona in

**SECTION 4**  
**UNIFORM TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

Maricopa County for any excess costs incurred by the Superior Court of Arizona in Maricopa County in procuring materials or services in substitution for those due from the Contractor.

- F. Continuation of Performance Through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.
10. **Requirements Contract.** Contractors signify their understanding and agreement by signing this document, that the Contract resulting from this bid will be a requirements contract. However, this Contract does not guarantee any purchases will be made. Orders will only be placed when a need is identified by a Using Agency or department and proper authorization and documentation have been approved.
11. **Contract Claims.** Refer to Claims on the Superior Court website at <http://www.superiorcourt.maricopa.gov/CourtInformation/purchasing/Index.asp>.
12. **Arbitration.** The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statute.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

1. **Definition of Terms Used in these Special Terms and Conditions.** As used in these Special Terms and Conditions, the following terms, in addition to those terms defined in Section 4, Paragraph 1, have the following meaning:
  - A. *"JBSC"* means the Superior Court of Arizona in Maricopa County.
  - B. *"Department"* means the Contracts Department of the Superior Court of Arizona in Maricopa County.
  - C. *"Services"* means services performed, workmanship and material furnished or used in the performance of services.
2. **Changes.**
  - A. The department may/shall at any time, by written order, and without notice to the sureties, if any, make mutually acceptable changes within the general scope of this Contract in any one or more of the following:
    - (1) Description of services to be performed;
    - (2) Time of performance (i.e., hours of the day, days of the week, etc.); and
    - (3) Place of performance of the services.
  - B. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, the Contract Specialist may/shall make an equitable adjustment in the Contract price, the delivery schedule, or both, and shall modify the contract.
  - C. The Contractor must assert their right to an adjustment under this provision within 30 days from the date of receipt of the written order. However, if the Contract Specialist decides that the facts justify it, the department may/shall receive and act upon a proposal submitted before final payment of the Contract.
  - D. If the Contractor's proposal includes the cost of property made obsolete or excess by the change, the department may/shall have the right to prescribe the manner of the disposition of the property.
  - E. Failure to agree to any adjustment shall be a dispute under the Contract Claims provision of this Contract. However, nothing in this provision shall excuse the Contractor from proceeding with the Contract as changed.
3. **Indemnification.**

Contractor shall indemnify, defend, save and hold harmless the Superior Court of Arizona in Maricopa County and the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions,

## SECTION 5 SPECIAL TERMS AND CONDITIONS

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

### SOLICITATION NO. 12002-RFP

liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the Superior Court of Arizona in Maricopa County and the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the Superior Court of Arizona in Maricopa County.

*This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*

#### 4. Insurance Requirements.

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The **insurance requirements** herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona and the Superior Court of Arizona in Maricopa County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

##### 1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- |  |             |
|--|-------------|
| • General Aggregate                                | \$2,000,000 |
| • Products – Completed Operations Aggregate        | \$1,000,000 |
| • Personal and Advertising Injury                  | \$1,000,000 |
| • Blanket Contractual Liability – Written and Oral | \$1,000,000 |
| • Fire Legal Liability                             | \$ 50,000   |
| • Each Occurrence                                  | \$1,000,000 |

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- a. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**
- b. The policy shall be endorsed to include the following additional insured language: *"The State of Arizona, its departments, agencies, boards, commissions, universities, Superior Court of Arizona in Maricopa County, and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".*
- c. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, Superior Court of Arizona in Maricopa County, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

**2. Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: *"The State of Arizona, its departments, agencies, boards, commissions, universities, Superior Court of Arizona in Maricopa County and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".*
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

**3. Workers' Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, Superior Court of Arizona in Maricopa County and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. § 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor or Independent Contractor Agreement) form.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

**4. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this Contract.

**B. ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities, Superior Court of Arizona in Maricopa County, and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

**C. NOTICE OF CANCELLATION:** With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the State of Arizona. Such notice shall be sent directly to the Superior Court Contracts Department of this section and shall be sent by certified mail, return receipt requested.

**D. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The Superior Court of Arizona in Maricopa County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**E. VERIFICATION OF COVERAGE:** Contractor shall furnish the Superior Court Contracts Department with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

All certificates and endorsements are to be received and approved by the Superior Court Contracts Department before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Superior Court Contracts Department. The Superior Court Contracts Department contract number and contract title shall be noted on the certificate of insurance. The Superior Court Contracts Department reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. If a policy does expire during the life of the Contract, a renewal certificate must be sent to the Superior Court Contracts Department. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DEPARTMENT.**

- F. **SUBCONTRACTORS:** Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the Superior Court Contracts Department separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.
5. **Contract Term.** The term of this Contract shall commence on the date the Offeror(s) and Presiding Judge signs the Offer and Acceptance Form, signifying JBSC's acceptance of the Offeror's proposal and will remain in effect for **one year** through \_\_\_\_\_, unless terminated, canceled, or extended as otherwise provided herein.
6. **Option to Extend the Term of the Contract.**
- A. The Superior Court of Arizona in Maricopa County may at its option extend this **one-year** Contract up to **four (4)** additional annual (one year) periods or portions thereof. The Offeror shall be notified in writing by the Superior Court's intention to extend the contract period at least sixty (60) calendar days prior to the expiration of the original contract period.
- B. If JBSC exercises this option, the extended Contract shall be considered to include this option provision as well as all other terms and conditions of the original contract, as modified.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- C. The total duration of this Contract, including the exercise of any options under this provision, shall **not exceed five (5) years.**
7. **Pricing.** All pricing shall be firm, fixed and be inclusive of all labor, equipment, materials, products, freight (FOB Destination), consumable supplies, insurance, and all other costs incidental to the services provided.
8. **Employment of Superior Court of Arizona in Maricopa County Personnel.** Pursuant to Rule 1.1 of the Code of Conduct for Judicial Employees, the Superior Court cannot contract with a former judicial employee who left the Court's employment during the preceding twelve (12) months who represents a person or business entity concerning any matter in which the former employee was directly and personally involved and over which the former employee exercised substantial and material administrative discretion. Therefore, the Contractor shall not employ any current or former judicial branch employee for any work required by the terms of this Contract, without prior written approval of the Contract Specialist.
9. **Warranty of Services.**
- A. The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. JBSC's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.
- B. In addition to its other remedies, JBSC may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.
10. **Inclusive Offeror.** Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. This could include subcontracts for percentage of the services. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning their organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.
11. **Cooperation with Other Contractors and Subcontractors.** The Contractor shall fully cooperate with other JBSC contractors, subcontractors and assigns and shall carefully plan and perform its own work to accommodate the work of other JBSC contractors. The Contractor shall not intentionally commit or permit any act which will interfere with the performance of work by any other JBSC contractors.
12. **Report Standards.** Reports or written materials prepared by the Contractor in response to the requirements of this Contract shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the department, and shall be submitted in draft form for advance review and comment by the department, if necessary or specified. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the Contract requirements shall be borne by the Contractor.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

**13. Offshore Performance of Work Prohibited**

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the Superior Court of Arizona in Maricopa County or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the Superior Court of Arizona in Maricopa County shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

**14. Compliance Requirements for A.R.S. § 41-4401. Government Procurement: E-Verify Requirement**

- A. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.")
- B. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- C. Failure to comply with a State/Superior Court of Arizona in Maricopa County audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
- D. The Superior Court of Arizona in Maricopa County retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under subparagraph A.

**15. Superior Court of Arizona in Maricopa County Contractor Title VI Requirements**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- A. Compliance with Regulations. The contractor shall comply with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964 (hereinafter referred to as "Title VI"), 42 U.S.C. § 2000, et seq., and all applicable federal regulations related thereto. These regulations are incorporated by reference and made a part of this contract.
- B. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in all activities related to its performance under this contract.

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

- C. Solicitations for Subcontractors. In all solicitations by either competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract, Title VI, and applicable federal law not to discriminate on the grounds of race, color, or national origin.
- D. Information and Reports. The contractor shall provide all information and reports required by federal law and this contract and shall permit access to its books, records, accounts, other sources of information and its facilities as the Superior Court of Arizona in Maricopa County and/or the United States government may determine is necessary to ascertain compliance with this contract, Title VI, and related federal law.

Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Superior Court of Arizona in Maricopa County and shall set forth what efforts it has made to obtain the information.

- E. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the non-discrimination provisions of this contract, the Superior Court of Arizona in Maricopa County shall impose such contract sanctions as it may determine in the exercise of its discretion to be appropriate, including, but not limited to withholding of payments to the contractor under the contract until the contractor complies, and/or canceling, terminating, or suspending the contract, in whole or in part.
- F. Incorporation of Provisions. The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract unless exempt from doing so pursuant to federal law. All such contract provisions and the non-discrimination provisions of Title VI are fully binding upon all subcontractors. The contractor shall take such action with respect to any subcontractor as the Superior Court of Arizona in Maricopa County and/or the United States government may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Superior Court of Arizona in Maricopa County enter into such litigation to protect its interests and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**16. Price Escalation**

Superior Court of Arizona in Maricopa County may review a fully documented request for a price increase upon contract renewal. Any requests for price adjustments must be submitted to the Contract Specialist or its designee sixty (60) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey. The Superior Court of Arizona in Maricopa County, at its sole option, shall determine whether the requested price increase or an alternate option is in its best interest. If a price increase is approved, it will be documented through a formal contract amendment.

**17. Price Reduction**

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

A price reduction adjustment may be offered at any time during the term of this Contract and shall become effective upon notice.

**18. Statewide Purchasing**

If authorized in a particular solicitation, any Arizona court or any political subdivision on behalf of a court may procure material or services described in this Contract for use by Arizona courts or judicial branch units. Where so authorized, Contractor agrees to provide such materials or services to other courts at the Contract prices and under the Contract terms. Any attempt to represent any material and/or service as being under contract with the Court which is not a subject of or addition to this Contract is a violation of the Contract and the Judicial Branch Procurement Rules. Any such action is subject to the legal and contractual remedies available to the Court inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

**19. Contract Administration for Offeror**

A. Contractor representative to contact for contract administration purposes:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone & Facsimile Numbers

\_\_\_\_\_  
E-Mail Address:

B. Payment Address

Address to which Contractor payment(s) should be mailed, if different than that listed on the Offer and Award form.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

**SECTION 5**  
**SPECIAL TERMS AND CONDITIONS**

Judicial Branch of Arizona  
Superior Court of Arizona in Maricopa County  
Contracts Department  
111 S. Third Avenue, WCB-LL  
Phoenix, Arizona 85003

**SOLICITATION NO. 12002-RFP**

C. Invoicing Requirements – See Section 1 Scope of Work for specifics.

**20. Contract Administration for Superior Court**

- A. The JBSC representatives to contact for technical or programmatic matters concerning contract performance: (NOTE: this person is not authorized to direct contractor performance or make changes in contract requirements).

**Marina Lantsman-Waugh, PhD, Clinical Director**  
Juvenile Detention Counseling and Psychological Services Department  
Superior Court of Arizona in Maricopa County  
3125 W. Durango Street  
Phoenix, AZ 85009  
Phone: 602-372-7228; Fax: 602-372-4800  
Email: marlat@juvenile.maricopa.gov

- B. All contract administration matters will be managed by the Contract Specialist named below. All correspondence concerning this contract shall be directed to this individual.

**Janie Terry**  
**Contracts Department**  
Superior Court of Arizona in Maricopa County  
111. S. Third Avenue, Lower Level  
Phoenix, Arizona 85003  
Phone: 602-372-0253; Fax: 602-506-5957  
Email: terryj@superiorcourt.maricopa.gov

**ATTACHMENT 6.1**  
**PRICING / DELIVERY SCHEDULE**  
**SOLICITATION NO. 12002-RFP**

**I. COMPENSATION/FEES (Provide your pricing information below or in an attached document.)**

Service	Hourly Rate	Comments
a. Psychiatrist		
b. Nurse Practitioner		
c. Physician Assistant		
d. Other		

No payment will be made for mileage and per diem.

No tax shall be levied against labor.

**2. Pricing for Options**

Provide pricing and lead times for any options presented in your proposal. Pricing should be provided for the 5 year time frame of the contract. Any options included in the award may be implemented by the Court during the course of the contract pending quoted lead times.

**3. SCHEDULE INFORMATION**

Provide your complete implementation schedule if you were to receive an award. Planned Start Date of the award of a contract is July 1, 2011.

Provide normal lead times for future sites in any Juvenile Court expansions or refacilitizations.

<p style="text-align: center;"><b>ATTACHMENT 6.2</b> <b>OFFEROR'S QUESTIONNAIRE</b> <b>SOLICITATION NO. 12002-RFP</b></p>

**As attachments to 6.2 please provide the following documentation:**

1. A **cover letter** stating your firm's interest and summarizing your firm's overall qualifications to provide the services required by this solicitation.
2. A **Profile of Firm to include:**
  - a. Brief history and discussion of financial stability and future projected growth.
  - b. Experience of Firm to include: Past experience providing Psychiatric Services to Juveniles preferably for other courts or public agencies.
  - c. Capacity to Perform  
Discuss the size of the firm including number of staff in metropolitan Phoenix area and demonstrate the depth of support your firm can provide to support this contract if awarded.
  - d. Key personnel  
A current Resume and copy of licenses for each of the key personnel who will provide services and support for this contract. Resumes should include: appropriate experience, education, qualifications, training, certifications, and memberships as related to this RFP.
  - e. Any additional information that reflects on your ability as a firm or your key personnel to perform the required services.
  - f. Subcontractors  
List the proposed subcontractors and their proposed responsibilities. A profile should also be provided which reflects the same data requested in a. – e. above.
  - g. Other Business Relationships  
Discuss any other business relationships that you have formed with other companies to enable you to meet the requirements of this contract if awarded.
3. At **least three (3) reference accounts** to whom you have providing these or similar services currently or in past three (3) years. Included must be name of government agency or company, individual to contact, title of individual, phone number and address. References should not include the Superior Court of Arizona in Maricopa County.
4. A **written narrative to include the following:**
  - a. A complete description of your **method of approach and implementation** your firm proposes to perform the work required by this solicitation.
  - b. Discussions of any optional services available currently.
  - c. Customer Service Support Plan which should include details on response times for handling of acute psychiatric emergencies.
  - d. Discuss your requirements regarding Court resources in support of this contract.

**ATTACHMENTS 6.3 AND 6.4**

**ONLY COMPLETE ONE OF THE ATTACHED DOCUMENTS  
IF APPLICABLE.**

**REFERENCE SECTION 5, PARAGRAPH 4, (A) (3) (b)**

JANICE K. BREWER  
Governor



SCOTT A. SMITH  
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT DIVISION

100 N 15TH AVE, SUITE 301  
PHOENIX, ARIZONA 85007  
(602) 542-2182

SOLE PROPRIETOR WAIVER

NOTE: THIS FORM APPLIES ONLY TO STATE OF ARIZONA AGENCIES, BOARDS, COMMISSIONS, AND UNIVERSITIES UTILIZING SOLE PROPRIETORS WITH NO EMPLOYEES. IF YOU ARE CONTRACTING WITH A CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP OR SOLE PROPRIETORS WITH EMPLOYEES, THIS FORM DOES NOT APPLY.

The following is a written waiver under the compulsory Workers' Compensation laws of the State of Arizona, A.R.S. §23-901 (et. seq.), and specifically, A.R.S. §23-961(O), that provides that a Sole Proprietor may waive his/her rights to Workers' Compensation coverage and benefits. I am a sole proprietor and I am doing business as \_\_\_\_\_. I am performing work as an independent contractor for the State of Arizona, Superior Court - Maricopa County, for workers' compensation purposes, and therefore, I am not entitled to workers' compensation benefits from the State of Arizona, Superior Court - Maricopa County. I understand that if I have any employees working for me, I must maintain workers' compensation insurance on them.

Name of Sole Proprietor _____	
Social Security Number _____	Telephone Number _____
Street Address / PO Box _____	
City _____	State <u>AZ</u> Zip Code _____
Signature of Sole Proprietor: _____	Date _____

State Agency <u>Superior Court of Arizona in Maricopa County</u>	Agency # <u>893</u>
Signature of Agency _____	
Contract Administrator: _____	Date _____
Contract Identification: _____	

Both signatures must be signed and the completed form submitted to: State of Arizona, Department of Administration, Risk Management Division, Insurance Unit, 100 North 15 Avenue, Suite 301, Phoenix, Arizona 85007. An authorized Risk Management Representative will sign your completed form and return it to the agency to be maintained in their records.

\_\_\_\_\_  
Signature of Risk Management Authorized Signer

Date \_\_\_\_\_

Print Form

Janice K. Brewer  
Governor



Scott A. Smith  
Director

## ARIZONA DEPARTMENT OF ADMINISTRATION

### RISK MANAGEMENT DIVISION

100 NORTH FIFTEENTH AVENUE • SUITE 301  
PHOENIX, ARIZONA 85007

(602) 542-2182

## **INDEPENDENT CONTRACTOR AGREEMENT**

**NOTE: THIS FORM APPLIES ONLY TO THE STATE OF ARIZONA AGENCIES, BOARDS, COMMISSIONS, UNIVERSITIES UTILIZING INDEPENDENT CONTRACTORS. THIS FORM DOES NOT, HOWEVER APPLY TO EMPLOYERS IN THE CONSTRUCTION INDUSTRY THAT USE A CONTRACTOR. A CERTIFICATE OF WORKERS' COMPENSATION INSURANCE OR A SOLE PROPRIETOR WAIVER MUST BE OBTAINED IN THOSE INSTANCES.**

This is a written agreement under the compulsory Workers' Compensation laws of the State of Arizona, **A.R.S. 23-901** (et. seq.), and specifically **A.R.S. 23-902 (C), (D)**, that an independent contractor relationship exists between the parties signed below. The parties agree that the "independent contractor" is independent of the "business" in the execution of the work and not subject to the rule or control of the "business" but is engaged only in the performance of a definite job or piece of work and is subordinate to the "business" only in effecting a result in accordance with that "business" design. The parties also agree that the "business" does not have the authority to supervise or control the actual work of the "independent contractor" or the "independent contractor's" employees. Furthermore, it is understood and agreed that the "independent contractor" or the "independent contractor's" employees are not entitled to workers' compensation benefits from the "business".

The written agreement shall be null and void and create no presumption of an independent contractor relationship if the consent of either party is obtained through misrepresentation, false statements, fraud or intimidation, coercion or duress.

### **WE THE UNDERSIGNED AGREE THAT THE BUSINESS:**

- Does not require the independent contractor to perform work exclusively for the business. This paragraph shall not be construed as conclusive evidence that an individual who performs services primarily or exclusively for another person is an employee of that person.
- Does not provide the independent contractor with any business registrations or licenses required to perform the specific services set forth in the contract.
- Does not pay the independent contractor a salary or hourly rate instead of an amount fixed by contract.
- Will not terminate the independent contractor before the expiration of the contract period, unless the independent contractor breaches the contract or violates the laws of this state.
- Does not provide tools to the independent contractor.
- Does not dictate the time of performance.

- Pays the independent contractor in the name appearing on the written agreement.
- Will not combine business operations with the person performing the services rather than maintaining these operations separately.

<b>NAME OF INDEPENDENT CONTRACTOR:</b> _____		
<b>FEDERAL ID# OR SOCIAL SECURITY:</b> _____ - _____ - _____		
<b>ADDRESS / P.O. BOX:</b> _____		
<b>CITY:</b> _____	<b>STATE:</b> _____	<b>ZIP:</b> _____
<b>SIGNATURE OF INDEPENDENT CONTRACTOR:</b> _____		<b>DATE:</b> _____

<b>STATE OF ARIZONA</b>	
<b>AGENCY:</b> <u>Superior Court of Arizona in Maricopa County</u>	<b>AGENCY#</b> <u>893</u>
<b>ADDRESS:</b> <u>201 West Jefferson, CCB-4</u>	
<b>CITY:</b> <u>Phoenix, Az</u>	<b>ZIP:</b> <u>85003</u>
<b>SIGNATURE OF AGENCY CONTRACT ADMINISTRATOR:</b> _____	
<b>DATE:</b> _____	
<b>CONTRACT IDENTIFICATION:</b> _____	

**BOTH SIGNATURES MUST BE SIGNED AND THE COMPLETED FORM SUBMITTED TO:**

**ARIZONA DEPARTMENT OF ADMINISTRATION  
RISK MANAGEMENT SECTION - INSURANCE UNIT  
100 NORTH 15<sup>th</sup> AVENUE, SUITE #301  
PHOENIX, AZ 85007**

An authorized Risk Management Representative will sign your completed form and return it to the agency to be maintained in their records.

\_\_\_\_\_  
**Signature of Risk Management Authorized Signer**

\_\_\_\_\_  
**Date**

## ATTACHMENT 6.5 BUSINESS OWNERSHIP CLASSIFICATIONS

**NOTE: THE FOLLOWING REQUESTED INFORMATION IS FOR DATA COLLECTION PURPOSES ONLY**

<b>Name of Organization:</b>			
<b>Contact Person:</b>			
<b>Contact Phone:</b>		<b>F a x :</b>	
<b>Email:</b>			
<b>Address: Street/PO Box:</b>			
<b>City, State, Zip:</b>			

**Primary Business Type (Select One Only):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>A</b> Authorized Distributor | <input type="checkbox"/> <b>E</b> Factory Representative | <input type="checkbox"/> <b>I</b> Service Firm         |
| <input type="checkbox"/> <b>B</b> Broker                 | <input type="checkbox"/> <b>F</b> Jobber/Wholesaler      | <input type="checkbox"/> <b>J</b> Surplus Dealer       |
| <input type="checkbox"/> <b>C</b> Construction Firm      | <input type="checkbox"/> <b>G</b> Manufacturer           | <input type="checkbox"/> <b>K</b> Health Care Provider |
| <input type="checkbox"/> <b>D</b> Consulting Firm        | <input type="checkbox"/> <b>H</b> Retailer               | <input type="checkbox"/> <b>L</b> Other _____          |

**Business Ownership Type (Select Only Those that Apply to Majority Owner(s)).**

**Business Size:**

- ☐ **1** Non-Small
- ☐ **2** Small Business (Per ARS §41-1001.19)

**If "Minority Owned," please identify:**

- ☐ **6** African-American
- ☐ **7** Asian-American
- ☐ **8** Hispanic-American
- ☐ **9** Native American

**Business Owner Type (Check all that apply):**

- ☐ **3** Woman Owned Business
- ☐ **4** Owned By Disabled Individual (Per ARS §41-1492)
- ☐ **5** Minority Owned Business (Per 15 CFR §1400.1(a))

**APPLICANT CERTIFICATION:**

**I CERTIFY THAT:**

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information requested herein;
2. To the best of my knowledge the elements of information provided herein are accurate and true as of the date; and
3. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment in accordance with ARS §Title 41 Chapter 9, Article 4 and Executive Order No. 99-4 dated February 8, 1999.

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature

Date

**EXHIBIT 7.1**

**BACKGROUND INFORMATION FORM**

# Maricopa County Adult Probation Department

## AUTHORIZATION FOR RELEASE OF INFORMATION READ CAREFULLY. IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE.

I, \_\_\_\_\_, DO HEREBY AUTHORIZE any and all persons, employers, partnerships, corporations and all civilian and government entities, military agencies, law enforcement agencies, private agencies and City, County, State and Federal entities to release, furnish and exchange, any and all available information relating to me for the purpose of determining my suitability for a position with a contractor on contract with the Maricopa County Probation Department. This includes, but is not limited to, all information related to my employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior and fitness for duty.

This authorizes release to the Maricopa County Adult Probation Department. This release is in addition to, and not intended to curtail or diminish, the authorization and immunity provided by statute. I DO HEREBY RELEASE from any and all liability, all persons or entities disclosing information pursuant to this release.

I, \_\_\_\_\_, I do also agree to hold harmless and release from liability under any and all causes of legal action the Maricopa County Adult Probation Department, their officers, agents, and employees, for any statements, acts, or omissions in the course of the investigation into my background, employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior, and fitness for duty.

I understand that I will not receive, nor am I entitled to receive any copies of reports generated as a result of this investigation, nor am I entitled to be advised of the reasons for my non-selection.

PLEASE INCLUDE A COPY OF A VALID DRIVER'S LICENSE OR STATE ISSUED ID CARD WHEN SUBMITTING THIS FORM. A BACKGROUND CHECK CANNOT BE SUBMITTED WITHOUT A PICTURE ID.

Sworn and Subscribed Before Me On This Date:		( Today's Date)
(Printed Name of Applicant)	(Signature of Applicant)	( Date Of Birth )
(Social Security Number # )	(Driver's License # )	(State Issued)
Other names, if applicable: (Maiden name, alias, etc....)		
By: _____ State of: _____ County of: _____ Signature of Notary Public: _____ (Contractor Requesting Background Check)		
Notary Seal:	(MCAPD use only)  MCAPD: _____ Date: _____	

# Maricopa County Adult Probation Department Applicant Questionnaire

Contractor's employees who will or may have contact with probationers and /or probationer records will be required to submit to a background check by the Maricopa County Adult Probation Department (MCAPD). As a part of this background check, please answer the following questions ( Put "X" in the appropriate Yes or No box):

Questions	Yes	No
1) Have you been <b><u>convicted of or plead no contest</u></b> to a violent crime or sexual offense, including preparatory offenses, in your lifetime?		
2) Have you been <b><u>convicted of or plead no contest</u></b> to a Driving Under the Influence (DUI) offense in the past five years?		
3) Have you been <b><u>convicted</u></b> of a fraud offense, including preparatory offenses, in the past five years?		
4) Are you <b><u>presently, or have you ever been under</u></b> any form of correctional supervision (including pretrial supervision, probation, parole, and community supervision) for any offense?		
5) Have you had any <b><u>complaints filed with or actions taken</u></b> by the regulatory board or agency (i.e., Arizona Board of Behavioral Health Examiners, Arizona board of Psychologist Examiners, etc.)?		
6) Have you, in your lifetime, been <b><u>convicted of any crime</u></b> which would be considered a felony-if committed in the State of Arizona?		
7) Have you been <b><u>involuntarily discharged</u></b> from a human services position in the last 12 months?		

If you answered "Yes" to any of these questions, please explain what happened and what your status is in regards to that situation. Please attach supporting documents to this form.

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## PROBATION/PAROLE INFORMATION

1. List any family members, significant other, friends, and/or acquaintances that are or have been on probation or parole, in Arizona or any other state. Include any known information on type/s of crimes involved, their DOB and/ or age, and where they are currently residing.
2. Provide information on the amount and type of contact you have with each individual you listed above. include any times they have resided or are anticipated to reside with you, even temporarily.
3. Are you, or are any of those mentioned above, presently involved in any criminal or civil court proceedings? If so, identify which individual/s and explain.  
(Continue on back if necessary).

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**END OF SOLICITATION NO. 12002-RFP**